

Self-Assessment

Name

SSN

Please complete this assessment by checking **one box only** which best represents your experience, education, and training within each numbered section below. If no statement applies within a section, do not mark any box in that section.

Description of Education, Experience, and Training	
1. Education	
CPA AND 30 hours of accounting from accredited college or university	<input type="checkbox"/>
CPA	<input type="checkbox"/>
Thirty hours of accounting from accredited college or university	<input type="checkbox"/>
Bachelor's (or higher) degree, including 30 hours of accounting (from accredited college or university), AND CPA	<input type="checkbox"/>
2. Instructional/Facilitation Skills	
Facilitated group meetings or training classes	<input type="checkbox"/>
Instructor in technical training classes	<input type="checkbox"/>
Resident Lead or Lead Instructor in technical training classes	<input type="checkbox"/>
Made presentations involving complex technical material	<input type="checkbox"/>
3. Coaching/Counseling	
Reviewed work products and provided feedback to other employees	<input type="checkbox"/>
On the job instructor (OJI) for new employees	<input type="checkbox"/>
Provided formal support as coach to other employees	<input type="checkbox"/>
Served as or acted for Group Manager	<input type="checkbox"/>
4. Technical Skills	
Revenue Agent working large case	<input type="checkbox"/>
Senior Team Coordinator working large case	<input type="checkbox"/>
Team Coordinator working large case	<input type="checkbox"/>
Revenue Agent for cases other than large case which had national impact	<input type="checkbox"/>
5. Interpersonal/Communication Skills	
Prepared and gave oral technical presentations to large, high level audience(s)	<input type="checkbox"/>
Communication limited to work group	<input type="checkbox"/>
Served on various work teams, task forces, and gave presentations	<input type="checkbox"/>
Prepared and conducted technical briefings to professional audiences	<input type="checkbox"/>
6. Automation	
Extensive experience with and good working knowledge of Word, Excel, RGS, BNA, electronic research tools, PowerPoint	<input type="checkbox"/>
Basic experience with common automation programs	<input type="checkbox"/>
Expert in ICS, Excel, IDRS, RGS, Access	<input type="checkbox"/>
Limited experience with automated systems	<input type="checkbox"/>
7. Administrative	
Planned, organized and developed follow-up system for work processes	<input type="checkbox"/>
Scheduled workload for others and analyzed effectiveness	<input type="checkbox"/>
Managed own workload using good time management techniques	<input type="checkbox"/>
Safeguarded sensitive data and followed security procedures	<input type="checkbox"/>

Mail to: **IRS, LMSB-HR Planning**
 300 South Riverside Plaza
 Suite 700 N, Stop 1650 CHI
 Chicago, IL 60606